

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☒ Formal Training and Development Assignment

Position Title: Audit Division, Technical Resource
 Section(TRS) – MSA Workload

Classification: Administrator II

Location Sacramento Central Office

Section/Unit: 346

Salary Range: \$5573 - \$7113

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of the Section Manager of TRS in the Audit Division, you provide guidance and technical support to staff in regards to ongoing cases and technical issues. You may also support or manage enterprise or divisional projects. For all activities, you will ensure resolution is technically accurate, consistent with department standards and risk mitigation standards, and appropriate considering the sensitivity of the situation.

Required Knowledge, Skills, Abilities:

- ♦ Strong interpersonal and leadership skills and ability to maintain cooperative relationships at all levels.
- ♦ Excellent communication skills, both verbal and written.
- ♦ Strong organizational skills, self-motivated and enthusiastic.
- ♦ Ability to establish trust, transparency, and credibility with staff, peers, management, and taxpayers.
- ♦ Ability to effectively plan, coordinate and manage program workloads with competing or tight timeframes.
- ♦ Flexible and able to adapt to a changing environment while maintaining program continuity.
- ♦ Knowledge of tax laws, regulations, policies and procedures
- ♦ Ability to perform effectively in a fast paced environment where priorities may frequently change.

Desirable Experience/Qualifications:

Involvement in a diversity of activities, program areas, and/or positions that have provided you with a greater understanding and appreciation for the broader perspective of the department/enterprise. Demonstrated performance encouraging positive relationships, creating high job satisfaction, encouraging success, and showing understanding, and being trusting and supportive.

Knowledge of business process improvement and project management techniques

Experience managing offsite staff.

Mail or hand deliver your application by: February 4, 2009

Contact Person: Jeanne Harriman

Telephone Number: 916 845-6431

Address/Room Number: TRS, PO Box 1779, Rancho Cordova CA 95741-1779 Attn: Jeanne Harriman MS F350

Special Instruction: **FTB Employees Hand Deliver or Route To** Jeanne Harriman **at M/S F-350**

California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB.

THIS POSITION IS EXEMPT FROM THE FREEZE. To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device. The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.